



# CLARENDON PARK PRIMARY SCHOOL

## APPLICATION FOR ADMISSION

**(To be submitted together with supporting documentation listed on Page 3)**



<b>OFFICE USE ONLY: ADMISSION NUMBER</b>																					
						<b>GRADE:</b>	<b>YEAR:</b>	<b>DATE OF APPLICATION:</b> .....													
<b>HOUSE:</b>																					

### **PARTICULARS OF LEARNER:**

<b>SURNAME:</b>																		
<b>FULL NAMES:</b>																		
<b>PREFERRED NAME:</b>																		
	D	D	M	M	Y	Y	Y	Y										
<b>DATE OF BIRTH:</b>																		
<b>IDENTITY NUMBER:</b>																		
<b>PASSPORT NO. (IF FOREIGN CITIZEN):</b>																		
<b>STUDY PERMIT NUMBER: (IF FOREIGN CITIZEN):</b>																		
<b>GENDER:</b>	<b>MALE:</b>									<b>FEMALE:</b>								
<b>COUNTRY OF BIRTH:</b>																		
<b>RACE: (Required by Department of Education)</b>																		
<b>HOME LANGUAGE:</b>																		
<b>RELIGION:</b>																		
<b>NO. OF CHILDREN IN FAMILY:</b>													<b>IS PUPIL 1<sup>ST</sup>/2<sup>ND</sup>/3<sup>RD</sup> BORN?</b>					
<b>SIBLING (BROTHER/SISTER) PRESENTLY AT CLARENDON PARK PRIMARY SCHOOL:</b>	1. GRADE:																	
	2. GRADE:																	
<b>PLEASE FILL IN PUPIL'S SIBLINGS' NAMES, WHO ATTEND OTHER SCHOOLS AND THE SCHOOL THEY ATTEND:</b>	NAME:																	
	SCHOOL:																	
	NAME:																	
	SCHOOL:																	
<b>NAME/S AND YEAR ATTENDED OF PARENTS OR IMMEDIATE FAMILY MEMBERS PREVIOUSLY AT CLARENDON PARK (AND RELATIONSHIP TO LEARNER)</b>																		

### **LEARNER ACADEMIC INFORMATION:**

<b>PRESENT SCHOOL:</b>													<b>GRADE:</b> ____					
<b>SCHOOL ADDRESS AND TELEPHONE NUMBER:</b>																		
<b>LANGUAGE MEDIUM OF CURRENT SCHOOL:</b>																		
<b>HIGHEST GRADE PASSED</b>	<b>GRADE:</b>									<b>YEAR:</b>								
<b>SCHOOL/S ATTENDED IN THE PAST (year and grade)</b>																		
<b>LEARNING DIFFICULTIES FOR WHICH PUPIL HAS RECEIVED RELEVANT THERAPY (if applicable)</b>																		
<b>DOES YOUR CHILD HAVE ANY PHYSICAL DISABILITY: (If yes give details)</b>																		
<b>DEXTERITY: (left or right handed)</b>																		
<b>ACADEMIC ACHIEVEMENTS OF LEARNER:</b>																		
<b>OTHER ACHIEVEMENTS OF LEARNER:</b>																		
<b>SPORTING AND/OR CULTURAL ACHIEVEMENTS:</b>																		

**PARTICULARS OF PARENT/S OR GUARDIAN(S)**(The information below must be supplied in respect of each parent or guardian).

**BIOLOGICAL FATHER:**

FULL NAMES AND SURNAME:											TITLE:		
OCCUPATION:													
IDENTITY NUMBER:													
HOME ADDRESS:												CODE:	
POSTAL ADDRESS:												CODE:	
RACE:(Required by Dept of Education)					WORK NO:					CELL:			
E-MAIL ADDRESS													
NAME & ADDRESS OF EMPLOYER:													

**BIOLOGICAL MOTHER:**

FULL NAMES AND SURNAME:											TITLE:		
OCCUPATION:													
IDENTITY NUMBER:													
HOME ADDRESS:												CODE:	
POSTAL ADDRESS:												CODE:	
RACE: (Required by Dept of Education)					WORK NO:					CELL:			
E-MAIL ADDRESS													
NAME & ADDRESS OF EMPLOYER:													

MARITAL STATUS:													
PUPIL RESIDES WITH:	Mother		Father		Other *								
If Other, please provide details:													

<b>EMERGENCY CONTACT PERSON</b> (Other than parent):												
Relationship to child:						Cell Number:						
Medical Aid:						Medical Aid Number:						

**GUARDIAN: if Guardian is someone other than a parent of the child**

Please state nature of guardianship, e.g. foster parent, uncle, aunt, .....  
(In case of legal guardianship or foster care, documentary proof must be attached)

FULL NAMES AND SURNAME:													
OCCUPATION:													
IDENTITY NUMBER:													
HOME ADDRESS:												CODE:	
POSTAL ADDRESS:												CODE:	
RACE:(Required by Dept of Education)					WORK NO:					CELL:			
E-MAIL ADDRESS:													
NAME & ADDRESS OF EMPLOYER:													

**DECLARATION BY PARENTS / GUARDIAN:**

I/We, \_\_\_\_\_ the undersigned parents/guardian of \_\_\_\_\_ hereby declare that the information furnished above is, to the best of our knowledge, correct.

**SCHOOL FEES:**

Clarendon Park Primary School is a declared fee paying school in terms of relevant legislation and that by enrolling your child at the school, you are accepting an obligation to contribute financially towards the education he/she receives. School fees are payable either annually in advance or by monthly debit order. It is essential that each parent should accept his/her financial commitment in order to maintain the effective functioning of the school.

I/We understand the payment of school fees is compulsory and agree to pay by means of debit order, or otherwise monthly in advance. I/We further understand that both parents are jointly and severally liable for the payment of school fees irrespective of what we may have agreed between us or as stipulated in any Order of Court.

**FATHER:**

FULL NAMES: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
IDENTITY NUMBER: 

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**MOTHER:**

FULL NAMES: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
IDENTITY NUMBER: 

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**DEBTOR IF NOT PARENT:**

FULL NAMES: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
IDENTITY NUMBER: 

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***Parent contact details: All correspondence will be sent via e-mail or sms – PLEASE PRINT CLEARLY***

<b>Cell Phone No:</b>	
<b>E-mail address:</b>	
<b>Home address:</b>	

**SUPPORTING DOCUMENTATION REQUIRED:**

- ALL SUPPORTING DOCUMENTATION (listed below) MUST BE ATTACHED IN ORDER FOR THE APPLICATION TO BE CONSIDERED BY THE ADMISSIONS COMMITTEE.
- PLEASE ENSURE THAT YOU HAVE SIGNED THE APPLICATIONS REGISTER ON SUBMISSION OF THE APPLICATION AT THE SCHOOL OFFICE.
- (a) COPY OF **BIRTH CERTIFICATE** (*Non-South African learners to provide a certified copy of the relevant Study Permit, valid for the duration of their primary school studies*)
- (b) COPY OF **IMMUNISATION (CLINIC) CARD** (*Page showing immunisations received*)
- (c) COPY OF THE LATEST **SCHOOL REPORT**
- (d) COPIES OF **PARENTS IDENTITY DOCUMENTS**
- (e) **PROOF OF RESIDENTIAL ADDRESS** (*municipal utility account or telephone account\*\*)\*\* If you are renting, please attach a copy of your lease agreement, valid for at least one year*)
- (f) COPY OF **SCHOOL FEE ACCOUNT** FROM CURRENT SCHOOL
- (g) THE SUPPLYING OF FALSE INFORMATION WILL INVALIDATE THIS APPLICATION

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

## 2023 SCHOOL FEES

The current school fees are R2 275 per child per month and are payable in advance over an 11 month period.

**PLEASE NOTE: This is for information purposes only and is subject to change at the Annual General Meeting.**

### **TERMS AND CONDITIONS**

I/We understand that:

1. Clarendon Park Primary School is a fee paying public school and that the current compulsory school fees (for 2023) are as outlined.
2. In terms of a resolution adopted by the majority of parents at the Annual General Meeting of parents, payment of school fees is obligatory and that I/we as parents am/are liable for such compulsory school fees, which liability may be enforced by due process of law in the event of non-payment. I/we declare that I/we am/are in a financial position to pay the compulsory school fees as adopted;
3. payment is to be effected by one of the methods stipulated by the SGB contained in its policy of fees structure;
4. both parents are jointly and severally liable for payment of such compulsory school fees irrespective of any Order of Court;
5. in the event of the school being obliged to hand over for collection through its attorneys or Debt Collection Agency any outstanding school fees, I/we shall be liable for the legal costs incurred by the school for the collection of such outstanding fees on a scale as between attorney and client, including such collection commission which the school may be obliged to pay to its attorneys or Debt Collection Agency;
6. I/We shall be liable to pay interest on any school fees not paid on the due date for payment of such fees at the rate of 2% per month calculated from due date to payment in full.
7. I/we am/are to give written notice of not less than one school term in advance of my/our intention to remove the learner from the school. Failure to do so will result in my/our paying a term's fees in lieu of notice.
8. I/we have been informed that if we are unable to pay fees, I/we may exercise rights in terms of Section 41.
9. In my/our personal capacity, on behalf of the learner in my/our capacity as parent/guardian/debtor I/we hereby agree to:
  - a. Pay the stipulated compulsory school fees as agreed by the Parent Body at the Annual Budget Meeting;
  - b. Pay any bank charges, legal fees and interest on any outstanding fees;
  - c. The school transmitting details of how the parent/guardians/debtor have performed in meeting their obligations in terms of their school fee obligations;
  - d. Notify the Principal, in writing, in the event of my child leaving the school at least a term in advance, or pay a term's fees in lieu of such notice. (This is for reasons other than disciplinary default.)
  - e. Pay all costs incurred for damage done or losses caused by my child to school property.
10. As parents/guardians/debtor I/we undertake to pay the compulsory school fees in full, according to arrangements agreed to on the Acceptance form.

Signed at .....this ..... day of ..... 2023.

\_\_\_\_\_  
**FATHER (Biological) /  
MALE GUARDIAN**

\_\_\_\_\_  
**MOTHER (Biological) /  
FEMALE GUARDIAN**

\_\_\_\_\_  
**DEBTOR (if not parent)**

### **DECLARATION BY PARENT/GUARDIAN – TO BE COMPLETED BY BOTH PARENTS**

- I declare that all particulars furnished by me on this form are true and correct and give permission for the details / information to be confirmed and / or verified.
- If my child has special education needs, I have declared this on the application form.
- In my personal capacity and on behalf of the learner in my capacity as parent/guardian I hereby agree to:
  - **Abide by the Code of Conduct and School Rules (as contained in the website) and acknowledge that I have read it;**
  - Acknowledge the authority of the Principal and the teachers;
  - Undertake to return all books and other property belonging to the school;
  - Ensure that my child attends school regularly and, should he/she be absent from school for any reason, inform the school of that in writing;
  - Pay all costs incurred for damage done or losses caused by my child to school property.
- I will take responsibility for ensuring that my child is adequately insured against any personal injury or related risks. I will also ensure that her personal belongings are adequately insured against loss. I understand and agree that the school staff, assistants or helpers cannot be responsible for any losses, injury or damage incurred howsoever or from whatsoever cause arising. I indemnify and hold harmless the School and staff against any claims whatsoever related to my child..
- Whilst my child is involved in school activities, I authorise the Principal (or appointed staff member) to act *in loco parentis*, including granting consent for medical treatment in the case of an emergency, once all reasonable efforts to contact the learner's parents/guardians have been made.

Signed at .....this ..... day of ..... 2023.

\_\_\_\_\_  
**FATHER / MALE GUARDIAN**

\_\_\_\_\_  
**MOTHER / FEMALE GUARDIAN**

# **CLARENDON PARK PRIMARY SCHOOL**

Clarendon Park Primary School endeavours to provide each pupil with a balanced and meaningful education with regard to his/her:

**ACADEMIC \* EMOTIONAL \* SOCIAL \* PHYSICAL \*  
CULTURAL \* SPIRITUAL DEVELOPMENT**

## **ADMISSION POLICY:**

The school is an English medium co-educational Primary school. Pupils must be competent in English, the medium of instruction, and be in the correct age range for their grade. Pupils must be able to cope with and benefit from the curriculum offered. All parents have an obligation to contribute financially.

## **CONDITIONS OF ADMISSION:**

Enrolment is normally limited to English speaking pupils living in the immediate proximity of the school and in the suburbs traditionally served by this school.

- (a) Proof must be furnished that the pupil has passed the grade previous to that applied for at this school, and/or reached the level of performance for admission to the grade concerned.
- (b) The parents must supply a copy of the child's Birth Certificate and copy of the child's medical immunization card.
- (c) Parents to provide a copy of the school fee account from the current school.
- (d) Parents to agree to support the school in the enforcement of its rules.
- (e) Parents to provide their child with the correct school uniform prior to entry.
- (f) Non-South African learners (without a 13-digit South African birth certificate) must provide a certified copy of the relevant study permit, valid for the duration of their studies at Clarendon Park Primary School.

Should vacancies exist, applications from pupils living in other areas will also be considered.

## **GENERAL AIMS:**

The school endeavours to maintain a high standard regarding its academic programme whilst at the same time being sensitive to the needs and capabilities of each pupil. We advocate sound discipline since it forms the basis of successful education, providing pupils with a feeling of security and allowing each pupil to reach their potential in the correct educational environment.

## **SPORT:**

We expect each pupil to participate in at least ONE Summer sport and ONE Winter sport **OR** a cultural activity.

BOYS: Athletics, Cricket, Rugby, Hockey, Mini-Hockey, Tennis, Swimming, Water Polo (U/13 only).

GIRLS: Athletics, Cricket, Hockey, Mini Hockey, Netball, Tennis, Swimming, Water Polo (U/13 only).

## **CULTURAL ACTIVITIES:**

Music, Choir, Band, Art Club, Technology Club, Chess, Scripture Union, Drama (Private), and Media.  
Computer literacy is offered to all pupils and is included in the academic timetable.

## **SCHOOL HOURS:**

Grade 1	:	07:45 - 12:40 (Compulsory sport on Monday & Thursday until 13:30)
Grade 2	:	07:45 - 13:30 (Compulsory sport on Monday & Thursday until 14:15)
Grade 3 - Grade 7	:	07:45 - 14:00 Monday to Thursday
Grade 2 - Grade 7	:	07:45 - 13:00 Friday

## **SCHOOL CLOTHING SHOP:**

The School Clothing Shop sells both new and secondhand school uniforms. The shop also supplies:  
Pencil Bags / Chair bags / Book bags / Hair Accessories / Tog Bags / Caps / Cricket Hats, etc.

THE CLOTHING SHOP IS OPEN ON TUESDAYS, WEDNESDAYS AND THURSDAYS (during school terms) FROM 11:00 TO 14:30 AND THE FIRST SATURDAY OF EACH MONTH FROM 9:00 to 12:00.